

LaTonia J. Watkins



Personal Strengths

Highly creative and adaptable to a variety of people and situations. Work independently and meets deadlines. Highly motivated, reliable, confident, and committed to professional standards of performance.

Experience

2001–Present Jefferson County Public Schools Louisville, KY
Secretary Student Services

- Type 60 words per minute
- Answer Multi-line phone and assist parents for Student transfers
- Process transfer applications, assign students, and enrollment for Jefferson County Public School

1993–2001 Jefferson County Public Schools Louisville, KY
Data Entry Clerk Options/Magnets and Advance Programs

- Researching studies that determine Magnet/Optional/Traditional programs and use of all modern automated office equipment.
- Process applications for Optional/Magnet and advance schools
- Created data with excel to show student percentage for the district

1992–1993 Jefferson County Public Schools Louisville, KY
Temporary Options/Magnets and Advance Programs

- Word Processing
- Receptionist
- Word Processing

1991–1992 Jefferson County Public Schools Louisville, KY
Co-op Data Entry MIS

- Word Processing
- Processing requisitions
- Answering telephone calls

Education

2015 – Present Campbellsville University

- Criminal Justice Administration – Major (Bachelors)

2013–2015 Campbellsville University

- Criminal Justice Administration – Major (Associate)

1988–1992 Marian C. Moore High Louisville, KY

- Business Classes
- Co-op student Senior Year

Special Strengths

Career reflects hard work, reliability, competence, and confidence underscored by personal commitment and performance.

Michael Alexander
Office of Student Services
Assistant Director of Student Services



Dr. John Huggins, Assistant Director (Retired)
Office of Student Services



Bernadette Hamilton, Director (Retired)
Options, Magnets & Advance Programs



Dr. Dwight Hoskins (Retired)
Office of Student Services



Gail Taylor (Retired)
Options and Magnets Resource Teacher

